

Spring Independent School District

16717 Ella Blvd. • Houston, Texas 77090 • Tel. 281.891.6000



JOB DESCRIPTION

JOB TITLE: Police Officer

REPORTS TO: Chief of Police

WAGE/HOUR STATUS: Non-Exempt

PAYGRADE: Police 3

PRIMARY PURPOSE:

The District Police Officer is responsible for handling law enforcement and police related matters at District facilities as outlined in the Texas Penal Code, Code of Criminal procedures, District's Board Policy, Management Guidelines, Departmental Rules and Regulations, and as directed by the Chief of Police. The District Police Officer is responsible for working cooperatively with the school administration, students, staff members, other District police officers, and officers from all law enforcement agencies to maintain positive campus security and a safe and secure campus environment.

All employees of SISD are expected to act with integrity, support organizational goals, communicate in a clear and respectful manner, championing the needs of our students and drive continuous improvement.

QUALIFICATIONS:

Required

- High School Diploma or GED
- Texas Peace Officer License issued by Texas Commission on Law Enforcement Officer
- Standards and Education (TCLEOSE)
- Valid Texas driver's license

SPECIAL KNOWLEDGE/SKILLS:

- General knowledge of criminal investigation, police report writing, and criminal laws
- Ability to exercise good judgment under potentially dangerous conditions
- Training and ability to subdue offenders, including use of firearms and handcuffs
- Bonded as required by Texas Education Code §37.081
- Ability to pass required physical, psychological, and drug tests
- Ability to work well with youths and adults
- All officers are required to work all man- made or natural disasters impacting the school district at the direction of the Chief of Police.

Spring Independent School District

16717 Ella Blvd. • Houston, Texas 77090 • Tel. 281.891.6000



MAJOR RESPONSIBILITIES AND DUTIES:

- Patrol the District and provide police services to individual facilities, students and staff.
 - Operate a District vehicle and patrol school property or an assigned area to deter criminal offenses such as fire, burglary, theft, vandalism and other unauthorized activities.
 - Investigate criminal offenses that occur within the District's jurisdiction or against the District.
 - Collect evidence.
 - Enforce regulations for and on District school buses.
 - Perform possibly physically strenuous activities required to identify, detain, and apprehend offenders, cause to be placed in jail, and file appropriate charges.
 - Respond to burglar and fire alarms as dispatched, investigate cause of alarms and notify the on duty communications officer regarding findings.
 - Investigate suspicious persons in and around schools.
 - Report the misuse of buildings and property belonging to the District.
 - Enforce all the general and criminal laws of Texas within the District's jurisdiction.
 - Enforce all applicable sections of Texas within the District's jurisdiction.
 - Perform all the duties of a Texas Peace Officer enumerated in the Code of Criminal Procedure.
 - Assist the traffic control on streets, at athletic events, school closings, school openings, or any other location deemed necessary to insure the safety and welfare of students and staff.
 - Provide crisis response to Schools and facilities.
 - Perform security inspections of buildings including manual (foot patrol) checks of all exterior doors and windows promptly reporting any breach in security to the police communications officer.
 - Maintain awareness of District activities occurring on school property after hours and perform special patrols during those events.
 - Conduct intrusion system transmission tests for each school as assigned and report results to the on duty communications officer and on the daily patrol log.
 - Report any road and weather conditions that may affect, disrupt or require a change in the transportation schedules or routine operation of the District.
 - Perform routine daily patrol car servicing (gas, oil, tires, etc.) to ensure a proper functioning vehicle.
 - Perform central alarm monitoring and dispatching as assigned.
- Provide police services and assistance to the administration, other officers, students and staff.
 - Assist other law enforcement agencies on campus when requested.
 - Investigate violations of District rules and regulations when requested by District administration.
 - Participate in administrative hearings concerning alleged violations.
 - Provide police services at District sponsored events, on or off campus.

Spring Independent School District

16717 Ella Blvd. • Houston, Texas 77090 • Tel. 281.891.6000



- Promptly refer non-district related criminal incidents to the proper agency having jurisdiction.
- Prepare complete and concise written reports on the forms provided in English, of incidents and problems that can be used in successful criminal prosecutions.
 - Identify, locate, and report security problems or potential security problems
 - Prepare a written report of each incident or relevant observation that occurs on campus.
 - Appear in court as a witness whenever summoned.
- Perform other security and courtesy services as directed and maintain apposite image on the campuses and in the District for students, staff, and the public.
 - Provide courtesy services as requested (keys locked in vehicle, dead batteries, no start, etc.)
 - Assist in enforcing applicable items from the student handbook as requested by local campus administrator.
 - Establish a positive working relationship among students, staff and community.
 - Provide police related services as assigned by the Chief of Police.
 - Be available to work overtime as assigned by the Chief of Police.
 - Be available for “call out” on emergency situations in the District.
 - Perform other duties as assigned by the Chief of Police.
- Patrol and observe activities on campuses being alert to crimes and other incidents that may occur.
 - Provide surveillance of the parking lot areas and protect the vehicles and their contents.
 - Provide surveillance of the campus in order to deter disruptive and/or criminal activities.
 - Monitor vehicles entering and leaving campus parking lots.
 - Screen and assist outsiders entering the campus.
 - Deter or prevent trespassing and loitering on or near the campus.
 - Control and/or prevent fights and disorders when they occur inside or outside the building.
 - Assist school staff in emergency situations, inside the building when notified.
 - Maintain high visibility on the campus and in the District and varying patrol patterns.
 - Perform constant patrol of the campus to ensure that all areas are monitored and observed equally and continuously.
 - Ensure that all persons found on school property after school hours are authorized; take appropriate action to facilitate the departure of unauthorized persons; and maintain appropriate records including daily patrol reports, communications, log, CAD, student referrals, trespassing warnings, and class c tickets, of all such encounters.
- Enforce local campus and District parking and driving regulations to maximize the use of all designated parking areas on the campus.

Spring Independent School District

16717 Ella Blvd. • Houston, Texas 77090 • Tel. 281.891.6000



- Check parking lots for illegally parking or unauthorized vehicles.
- Check student and staff vehicles for proper parking permits, ticket and two when authorized.
- Keep fire zones and bus ramps clear at all times.
- Enforce all rules and regulations relative to the safe operation of a motor vehicle on campus to insure a safe environment for students and staff.
- Assist with traffic control as needed within the District's jurisdiction.
- Required Knowledge, Skills, and Abilities
 - Excellent knowledge of standard law enforcement procedures and the regulations and laws relating to school district law enforcement including building intrusion and trespassing.
 - Ability to exercise good judgment under potentially dangerous conditions.
 - Ability to maintain records and write offense reports in English to be used by the Harris County District Attorney's office, courts, juries, and other law enforcement agencies.
 - Ability to effectively communicate orally and in writing in English.
 - Ability to perform exterior checks without the use of an automobile which may require crossing areas which are without sidewalks or not paved and may be poorly lit.
 - Sufficient mobility and dexterity to respond quickly to situations which may involve measures to detain individuals who are running away, jumping fences and/or barriers.
 - Sufficient strength to detain intruders and trespassers who physically resist detention.
 - Have and maintain minimum standards including but not limited to possessing a valid Texas driver's license, good driving record, good punctuality and attendance, TCLEOSE license, and firearm proficiency.

WORKING CONDITIONS:

Maintain emotional control under stress. Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions including violent and armed confrontations. Work outdoors in varying climate conditions; drive in all different areas of district at off hours; on call 24 hours a day.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.